

**NC DIVISION OF MH/DD/SAS-SUBSTANCE ABUSE SERVICES
WORK FIRST/SUBSTANCE ABUSE INITIATIVE
PROGRAM MONITORING**

2006/2007

LME:		Date:
Contract Provider:		Staff Interviewed:
Rating Codes: 0 = No 1 = Yes		Rating
1. There is a signed copy of the Memorandum of Agreement between the LME and/or Contract Provider and the county department of social services for each county in the LME's catchment area.		
2. Each Memorandum of Agreement contains the intent of the MOA.		
3. Each Memorandum of Agreement contains responsibilities of each agency (individual and joint).		
4. Each Memorandum of Agreement contains identified designated staff for county DSS.		
5. Each Memorandum of Agreement contains identified designated staff for LME/Contract Provider.		
6. Each Memorandum of Agreement contains signatures of the Director of each agency.		
7. Each Memorandum of Agreement contains the effective date.		
8. There is evidence that the Memorandum of Agreement has been reviewed within the last 12 months prior to the monitoring date (at a minimum).		
COMMENTS:		
MONITOR:		

NC DIVISION OF MH/DD/SAS
2006/2007 Protocol
WORK FIRST SUBSTANCE ABUSE INITIATIVE - PROGRAM

MONITORING INSTRUCTIONS

Note:

The following instructions apply to the counties in the LME's catchment area. If the LME/Contract Provider is out of compliance please note which county is out of compliance.

Question #1 The monitor will request to see a signed copy of a MOA between the LME and/or Contract Provider and each county department of social services in the LME's catchment area. Monitor may ask LME for list of counties.

Question #2: The monitor will review each MOA to ascertain that each MOA contains the intent of the MOA (Work First/Substance Abuse Initiative).

Question #3: The monitor will review each MOA to ascertain that each MOA contains responsibilities of each agency (individual and joint responsibilities should both be listed).

Question #4: The monitor will review each MOA to ascertain that each MOA contains identified designated staff/positions for county DSS.

Question #5: The monitor will review each MOA to ascertain that each MOA contains identified designated staff/positions for LME/Contract Provider.

Question #6: The monitor will review each MOA to ascertain that each MOA contains signatures of both agencies' Directors.

Question #7: The monitor will review each MOA to ascertain that each MOA contains the effective date.

Question #8: The monitor will request to see evidence that the MOA was reviewed within the last 12 months prior to the audit.